**Katlyn K. Pham**

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Broken Arrow, OK 74012 katlynk.pham@gmail.com

OBJECTIVE

Utilize my skills and expertise to benefit your organization.

EDUCATION

California State University, Long Beach

Bachelor of Science in Accounting Graduated: May 2014

Overall GPA: 3.63 Accounting GPA: 3.80

Da Nang University of Economics, Vietnam

Bachelor’s Degree in Business Administration Graduated: June 2006

PROFESSIONAL EXPERIENCE

O.C Tax & Bookkeeping, Inc. Westminster, CA January 2013-May 2013

January 2014-May 2014

### Part Time Bookkeeper

* Manage accounts receivable and accounts payable using QuickBooks.
* Setup payroll items and product paychecks for employees.
* Reconcile bank statement to balance it with Cash account.
* Issue 1099 MISC and W-2 to partnerships and corporations.
* Develop quarterly and annually reports using payroll application.
* Represent organizations to exchange information with Social Security

Evangelical Church, Anaheim, CA 2010 - 2011

Auditor

* Verify assets and liabilities by comparing items to documentation.
* Collect and analyze data to detect deficient controls, duplicated effort, or fraud.
* Examine records and interview workers to ensure recording of transactions.
* Analyze and verify annual reports, financial statements to assess financial condition.
* Prepare detailed reports on audit findings.